

JENNIFER M. GRANHOLM
GOVERNOR



STATE OF MICHIGAN
LIQUOR CONTROL COMMISSION
DEPARTMENT OF CONSUMER & INDUSTRY SERVICES
DAVID C. HOLLISTER, DIRECTOR

NIDA R. SAMONA
CHAIRPERSON

Bulletin 3082-17

DATE: November 3, 2004
TO: Authorized Distribution Agents
FROM: Michigan Liquor Control Commission
SUBJECT: Administrative Order

Be advised that, at its administrative meeting of November 3, 2004, the Michigan Liquor Control Commission adopted the attached administrative order regarding scheduling instructions for calendar year 2005 State Holidays as a business operating procedure.

The instructions are detailed in the body of the order. Please see that all appropriate members of your staff receive copies of them.

If you have any questions please contact Liliana Paceagiu at 517.322.5653.

Attachment

cc: Financial Management Staff
Allen Parker

STATE OF MICHIGAN

DEPARTMENT OF CONSUMER AND INDUSTRY SERVICES
LIQUOR CONTROL COMMISSION

General Wine & Liquor Company, Inc.
373 Victor Avenue
Highland Park, MI 48203

NWS Michigan, Inc.
17550 Allen Road
Brownstown, MI 48192

J. Lewis Cooper Co.
Trans-Con, Inc.
3101 Gulley Rd., Suite I
Dearborn, MI 48124-4405

Chinese Import & Export Co.
408 Oliver, PO Box 823
Troy, MI 48099

Henry A. Fox Sales Company
4494 36th Street SE
Kentwood, MI 49512

Fabiano Bros., Inc.
1219 N. Mission, PO Box 1907
Mt. Pleasant, MI 48804

ADMINISTRATIVE ORDER

In accordance with the provisions of R 436.1802(14), the following instructions are adopted as a business operating procedure:

The State of Michigan will observe the following holidays in calendar year 2005 :

Monday, January 17	Martin Luther King, Jr. Day
Monday, February 21	Presidents' Day
Monday, May 30	Memorial Day
Monday, July 4	Independence Day
Monday, September 5	Labor Day
Friday, November 11	Veterans' Day
Thursday, November 24	Thanksgiving
Friday, November 25	Thanksgiving
Friday, December 23	Christmas Holiday
Monday, December 26	Christmas Holiday
Friday, December 30	New Year's Holiday

All Michigan Liquor Control Commission (MLCC) offices will be closed on the above days.

Authorized Distribution Agents (ADAs) must combine licensee orders taken on the above Monday holidays into one file with orders taken the previous Friday through Sunday, and this file must be transmitted to the MLCC on the following Tuesday morning.

ADAs must combine licensee orders taken on December 29, 30, and 31, 2004 into one file with orders taken on January 1 and 2, 2005 and this file must be transmitted to the MLCC on the morning of January 3, 2005.

ADAs must combine licensee orders taken on November 10, 11, 12, and 13, 2005 into one file and this file must be transmitted to the MLCC on the morning of November 14, 2005.

ADAs must combine licensee orders taken on November 24 and 25, 2004 into one file with orders taken on November 23, 26, and 27 and this file must be transmitted to the MLCC on the morning of November 28, 2005.

ADAs must combine licensee orders taken on December 23 and 24, 2005 into one file with orders taken on December 22, 25, and 26 and this file must be transmitted to the MLCC on the morning of December 27, 2005.

ADAs must combine licensee orders taken on December 30 and 31, 2005 into one file with orders taken on December 29, 2005 and January 1 and 2, 2006 and this file must be transmitted to the MLCC on the morning of January 3, 2006.

Chairperson

Nida R. Samona,

Commissioner

Pat Gagliardi,

Commissioner

Judith M. Allen,

November 3, 2004